



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Office of the Governor, Scheduling

State Division / Office: Executive Office

Location of Internship: Romney Building, Downtown Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: 20-40

PREFERRED EDUCATION

Major / Minor: Public Policy/Political Science/History/International Studies/Communications/Computer Science/Economics

Level of Education: Undergraduate

Preferred Skills / Qualifications:

- Computers/ Oral and written communication/ Ability to multi-task and work in a fast-paced environment

Through this internship, student intern will develop or further strengthen the following competencies:

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> Adaptability | <input checked="" type="checkbox"/> Continuous Learning | <input type="checkbox"/> Initiating Action |
| <input type="checkbox"/> Building Strategic Working Relationships | <input checked="" type="checkbox"/> Contributing to Team Success | <input checked="" type="checkbox"/> Innovation |
| <input checked="" type="checkbox"/> Building Trust | <input checked="" type="checkbox"/> Customer Focus | <input checked="" type="checkbox"/> Planning & Organization |
| <input type="checkbox"/> Coaching | <input checked="" type="checkbox"/> Decision Making | <input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Follow-Up | <input checked="" type="checkbox"/> Work Standards |

INTERNSHIP DESCRIPTION

Internship Title: Scheduling Office Intern

Intern Responsibilities / Projects:

- The Scheduling Division coordinates travel itineraries for the Governor, as well as the planning and preparation that go into supporting the Governor at events around the state.
- Interns can expect to work with all divisions of the Executive Office and will contribute to the coordination of the Governor's travel, the execution of events and the review and consideration of scheduling invitations addressed to the Governor.
- Preparing the Governor's schedule and ensuring a successful visit requires frequent interaction with the full range of State of Michigan and local offices and agencies, private companies and media entities.
- Interns for the Scheduling Division join a committed and efficient team that plays an immediate role in the Governor's daily operations.

APPLICATION PROCESS

To apply, please submit a 1-2 page personal statement and a resume to intern@michigan.gov